

# AGAR ADVISORY

## UNITED STATES DEPARTMENT OF AGRICULTURE OFFICE OF PROCUREMENT AND PROPERTY MANAGEMENT AGAR ADVISORY NUMBER (NO.) 90

### Use of the Fleet Charge Card and Alternative Payment Methods

**INTRODUCTION:** The United States Department of Agriculture (USDA) is implementing a new charge card program under the SmartPay2 initiative effective November 30, 2008 at 12:01 A.M. This charge card functionality provides travel, fleet and purchase cards under a new contract with USBank and Visa.

This Agriculture Acquisition Regulation (AGAR) Advisory concentrates on **fleet** charge card policies and procedures to improve USDA's operations and functionality.

**SUMMARY:** The Senior Procurement Executive (SPE) is issuing interim guidance to establish temporary policy and procedures for USDA employees as it relates to the use of the fleet charge card and alternative payment methods used to procure fuel and maintenance services for USDA fleet vehicles, non-fleet vehicles, and non-fleet motorized equipment in accordance with Federal procurement regulations. This interim guidance shall supersede guidance provided in Departmental Regulation (DR) 5400-006, *Fleet Credit Card*, dated August 25, 2006. The attached guidance will be codified in a revised Departmental Regulation 5400-006 at a future date.

AGAR Advisories are posted on the USDA World Wide Web site at the following URL: <http://www.usda.gov/procurement/policy/advisories.html>. If you have questions or comments on this Advisory, please contact Denise Hayes by phone ((202)720-3141) or email ([Denise.Hayes@usda.gov](mailto:Denise.Hayes@usda.gov)).

**EFFECTIVE DATE:** Effective upon issue date until cancelled or for a period not to exceed one year.

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